For any questions regarding the operation of the forms software please contact;

Risk Assessment and Management Group, Inc.
7457 Harwin Drive, Suite 238
Houston, TX 77036
Tel: (713)-784 5151
E-mail: SMAtul@aol.com

The computational software may also be obtained from the contact above.

INTRODUCTION

The DCRBCA Report Forms are distributed in two high-density 3.5" floppy diskettes. The diskette contains 2 files (two Microsoft Excel files):

1. T1Forms.xls
2. T2Forms.xls

The MS Excel files (T1Forms.xls and T2Forms.xls) as the name implies contain forms for the two different tiers within the DCRBCA program.

HARDWARE AND SOFTWARE REQUIREMENTS

To use the DCRBCA Forms, you need:

- An 80386-based computer or better.
- A monitor with VGA capabilities or better. An 800x600 resolution is highly recommended.
- A mouse.
- Microsoft (MS) Windows 3.1 or later version.
- Microsoft (MS) Excel 5.0 or later version.
- 8 megabytes of random access memory (RAM).
- 1 megabytes of disk space per worksheet module beyond the installation of MS Windows and MS Excel or MS Word.

PREREQUISITES

Operating knowledge and intermediate level of experience of MS Excel.

INSTALLATION

- Insert the diskette into the floppy drive.
- Create directory in your harddrive,
    > e.g. *MD C:\DC if using MSDOS prompt. Window 3.1 users can create a directory in the File Manager and Windows 95 users in the Explorer.*
- Copy the files from the floppy drive to the directory,
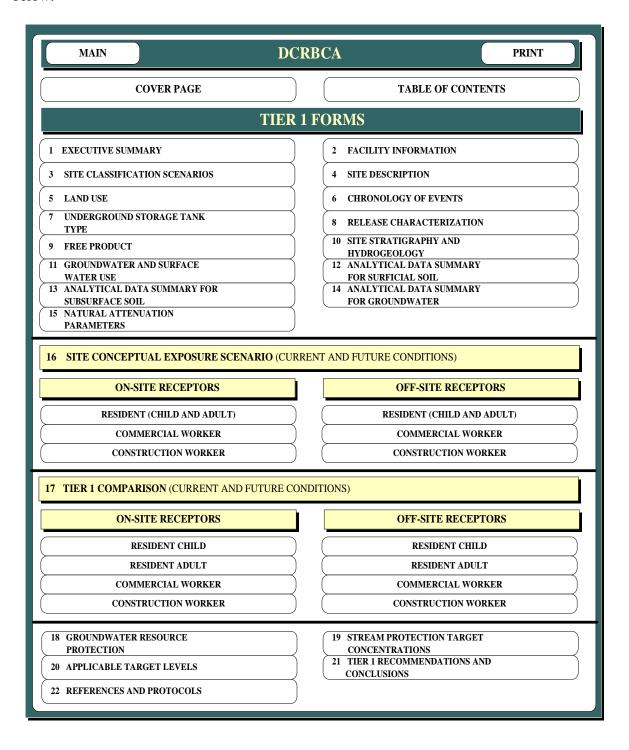   > e.g. *COPY A:*.* C:\DC*.*

USING THE FORMS

Note: Consult your Microsoft Excel manual for the basic spreadsheet operations.

Tier 1 Forms

- Use *"File"* and *"Open"* command from MS Excel menu to open the file.

Use the *"Main Menu"* in the package to browse through the software. Once within the package, the [**MAIN MENU**] button, provided on all the forms enables the user to get to the Main Menu. The relationship of the button to the DCRBCA Forms is shown in the picture below.

MAIN	DCRBCA	PRINT

COVER PAGE	TABLE OF CONTENTS

TIER 1 FORMS

1 EXECUTIVE SUMMARY	2 FACILITY INFORMATION
3 SITE CLASSIFICATION SCENARIOS	4 SITE DESCRIPTION
5 LAND USE	6 CHRONOLOGY OF EVENTS
7 UNDERGROUND STORAGE TANK TYPE	8 RELEASE CHARACTERIZATION
9 FREE PRODUCT	10 SITE STRATIGRAPHY AND HYDROGEOLOGY
11 GROUNDWATER AND SURFACE WATER USE	12 ANALYTICAL DATA SUMMARY FOR SURFICIAL SOIL
13 ANALYTICAL DATA SUMMARY FOR SUBSURFACE SOIL	14 ANALYTICAL DATA SUMMARY FOR GROUNDWATER
15 NATURAL ATTENUATION PARAMETERS	

16 SITE CONCEPTUAL EXPOSURE SCENARIO (CURRENT AND FUTURE CONDITIONS)

ON-SITE RECEPTORS	OFF-SITE RECEPTORS
RESIDENT (CHILD AND ADULT)	RESIDENT (CHILD AND ADULT)
COMMERCIAL WORKER	COMMERCIAL WORKER
CONSTRUCTION WORKER	CONSTRUCTION WORKER

17 TIER 1 COMPARISON (CURRENT AND FUTURE CONDITIONS)

ON-SITE RECEPTORS	OFF-SITE RECEPTORS
RESIDENT CHILD	RESIDENT CHILD
RESIDENT ADULT	RESIDENT ADULT
COMMERCIAL WORKER	COMMERCIAL WORKER
CONSTRUCTION WORKER	CONSTRUCTION WORKER

18 GROUNDWATER RESOURCE PROTECTION	19 STREAM PROTECTION TARGET CONCENTRATIONS
20 APPLICABLE TARGET LEVELS	21 TIER 1 RECOMMENDATIONS AND CONCLUSIONS
22 REFERENCES AND PROTOCOLS	

- Enter your data in red-underlined spaces only. The package will not allow the user to (i) change the information originally present on the form, (ii) the formatting, and (iii) to enter data in spaces without red-underlined spaces.

- Each form has four options, | **MAIN MENU** | **PREVIOUS** | **NEXT** | **PRINT** |. The first button takes you to the Main Menu, the second takes you to the previous form, the third takes you to the next form, and the fourth button prints the worksheet (other options for printing these forms are provided in the next section).

- **Hint:** Save the file under a different name. Use the "*File"* and "*Save As"* command from MS Excel menu.

PRINTING THE FORMS

MS Excel File

- Click on the *PRINT* button on the *MAIN MENU*.

- Check the boxes besides the Forms you desire to print and click print.

- There are options for *selecting* or *deselecting* all the Forms simultaneously.

- The *CANCEL* button takes you back to the *MAIN MENU*.

Alternatively, the user can print each form one at a time by using the *PRINT icon* in the MS Excel toolbar directly.

TIER 1 FORMS

☐ COVER PAGE ☐ TABLE OF CONTENTS

☐ 1 EXECUTIVE SUMMARY ☐ 2 FACILITY INFORMATION

☐ 3 SITE CLASSIFICATION SCENARIOS ☐ 4 SITE DESCRIPTION

☐ 5 LAND USE ☐ 6 CHRONOLOGY OF EVENTS

☐ 7 UNDERGROUND STORAGE TANK TYPE ☐ 8 RELEASE CHARACTERIZATION

☐ 9 FREE PRODUCT ☐ 10 SITE STRATIGRAPHY AND HYDROGEOLOGY

☐ 11 GROUNDWATER AND SURFACE WATER USE ☐ 12 ANALYTICAL DATA SUMMARY FOR SURFICIAL SOIL

☐ 13 ANALYTICAL DATA SUMMARY FOR SUBSURFACE SOIL ☐ 14 ANALYTICAL DATA SUMMARY FOR GROUNDWATER

☐ 15 NATURAL ATTENUATION PARAMETERS

16 SITE CONCEPTUAL EXPOSURE SCENARIO (CURRENT AND FUTURE CONDITIONS)

ON-SITE RECEPTORS	OFF-SITE RECEPTORS
☐ RESIDENTIAL EXPOSURES	☐ RESIDENTTIAL EXPOSURES
☐ COMMERCIAL WORKER	☐ COMMERCIAL WORKER
☐ CONSTRUCTION WORKER	☐ CONSTRUCTION WORKER

17 TIER 1 COMPARISON (CURRENT AND FUTURE CONDITIONS)

ON-SITE RECEPTORS	OFF-SITE RECEPTORS
☐ RESIDENT CHILD	☐ RESIDENT CHILD
☐ RESIDENT ADULT	☐ RESIDENT ADULT
☐ COMMERCIAL WORKER	☐ COMMERCIAL WORKER
☐ CONSTRUCTION WORKER	☐ CONSTRUCTION WORKER

☐ 18 COMPLIANCE WELL CONCENTRATIONS ☐ 18 COMPLIANCE WELL CONCENTRATIONS

☐ 19 APPLICABLE TARGET LEVELS ☐ 20 TIER 1 RECOMMENDATIONS AND CONCLUSIONS

☐ 21 REFERENCES AND PROTOCOLS

SPECIAL INSTRUCTIONS

TIER 1 REPORT FORMS

Cover

The information on the cover page (site ID, address etc.) must be completed as this information is automatically entered at the top of all the forms.

Form No. 10 – Hydrogeology of the Saturated Zone

The Darcy velocity is automatically calculated if the hydraulic gradient and hydraulic conductivity are entered on the same form.

Form No. 12/13 – Analytical Data Summary for Surficial/Subsurface Soil

The arithmetic average, maximum, and ratio of the arithmetic average to maximum, are calculated automatically when data is entered into the form.

Form No. 17 - Comparison of Representative Site Concentrations with Tier 1 RBSLs

This form compares the representative site concentrations with Tier 1 RBSLs. When representative concentrations are entered they will be compared automatically with the RBSLs previously calculated and an E/NE entered in the adjoining column. As mentioned in the footnote, "E" indicates that the representative site concentration "exceed" RBSL and "NE" indicates that the representative site concentration does not exceed RBSL. For a discussion on the representative concentration refer to the District of Columbia Risk-Based Corrective Action Technical Guidance document.

Form No. 18/19 – Tier 1 Groundwater Resource Protection and Stream Protection Target Concentrations

When representative concentrations and RBSLs are entered the software automatically enters E/NE as appropriate. The user may run (i) the DCRBCA computational program, (ii) any other appropriate software, or (iii) the information in Table 5-7 to develop the RBSLs protective of GW or stream. These calculated values have to be entered by the user on this form.

Form No. 20 – Tier 1 Applicable Target Levels for Various Media

The values in this table are entered automatically from Forms 17, 18, and 19, and require no additional input from the user.

TIER 2A REPORT FORMS

<u>Cover</u>

Site information should be completed as for the Tier 1 report forms as they are entered automatically into each additional form.

<u>Form No.23 – Tier 2A Fate and Transport Parameters</u>

On these forms the user should justify all the fate and transport factors used for developing Tier 2A target levels. Even if default values are used, they have to be justified as being representative of current conditions.

<u>Form No. 25 - Tier 2A Exposure Factors</u>

This form is similar to Form 23 in that it requires justification for exposure factors used. Typically for Tier 2A evaluations the default exposure factors used for Tier 1 will be used.

<u>Form Nos. 27/28/29 – Comparison of Tier 2A SSTLs with Representative concentrations and Tier 2A Groundwater Resource Protection and Stream Protection Target Concentrations</u>

Representative concentrations and SSTLs should be entered here, see District of Columbia Risk-Based Corrective Action Technical Guidance document for calculation of the representative concentration. The user has to run the DCRBCA computational program or any other appropriate software to develop these SSTLs and enter the Tier 2A calculated SSTLs on this form. The software will automatically compare these values and enter E/NE as required.

<u>Form No. 30 - Tier 1 Applicable Target Levels for Various Media</u>

Data is automatically entered from forms 27, 28, and 29, and requires no inputs from the user.